

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Tuesday, October 9, 2012 - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Not Present

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, Deputy Statewide Interoperability Coordinator
- Suesan Nordman, Project Manager
- Karen Allen, Project Manager
- Michael Britt, Project Manager

17 interested parties and members of the public were also present either in person or on the web conference.

Call to Order

The meeting was called to order at 10:00 AM by Mark Venuti, SIEC Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: August 14, 2012 SIEC Public Meeting

Action Item

Motion: Pete Weaver made a motion to approve the August minutes.

Second: Jesse Cooper

The motion was unanimously carried.

AIRS Improvement and Sustainability Plan

Action Item

Presenter: Karen Allen, Project Manager, PSIC Office, ADOA-ASET

Ms. Karen Allen presented a revised Draft Arizona Interagency Radio System (AIRS) Improvement & Sustainability Plan. This draft underwent three reviews and contains feedback from the August SIEC meeting, the Technical and Operational Workgroup review, as well as feedback taken from input received during the public comment period. Listed below are the changes:

- Added MOU language
- Updated required documentation to be provided to the SIEC with the following:
 - Approved site access
 - Compliance with state and federal guidelines
 - Sustainability plan
- Added a section documenting the procedure for Discontinuation of Maintenance

- Identified the agency's responsibility to notify DPS of any change to the operational area or capacity of their site
- Added a requirement of the agency to provide 24/7 support to respond and disable the equipment
- Added a recommendation to include the scope and type of coverage in the IGA/MOU
- Updated the section defining SIEC responsibilities.
- A section was added into the document referencing the FCC licensing and how it would be handled.

After reviewing each of the changes, Ms. Allen asked if there were any questions and noted that if the SIEC approved the plan, the PSIC Office will post it on the website and distribute it to stakeholders.

Motion: Jesse Cooper made a motion to approve the Draft Arizona Interagency Radio System (AIRS) Improvement & Sustainability Plan as written incorporating the changes listed above.

Second: Scott Tillman

The motion was unanimously carried.

Implementation of the Arizona Interoperable Channels Plan

Information & Discussion Item

Presenter: Michael Britt, Project Manager, PSIC Office, ADOA-ASET

Dr. Michael Britt reviewed the status of implementing the Arizona Interoperable Channels Plan and the Priority Programming Guides that were last updated in January 2012. The plan integrates Arizona's interoperable channels with a portion of the national interoperable channels and standardizes the naming conventions in accordance with National Public Safety Telecommunication Council (NPSTC) guidelines. The plan is now stabilized after a series of updates in 2011 to respond to external changes, state and local feedback and correcting inaccuracies in the document.

Full implementation of the Channels Plan is a key part of various initiatives and milestones in the National Emergency Communications Plan (NECP) which references the National Interoperability Field Operations Guide (NIFOG) channels and their use. In addition, Arizona's Strategic Initiatives three, four, and six in the Statewide Communications Interoperability Plan (SCIP) also call for implementation of the Channels Plan.

Mr. Britt stated that any State agency IT project over \$25,000 is subject to review and approval by ADOA-ASET and the State CIO. In order to encourage State Agency adoption of the Plan, the following directive has been incorporated as a condition of approval of any Land Mobile Radio (LMR) project:

As part of its final deployment plan, in order to standardize and increase interoperable communications throughout the state, each agency must ensure that new and previously acquired subscriber units are programmed in accordance with Arizona's Statewide Interoperable Channel Plan – Priority Programming Guides.

Dr. Britt went on to state that the Arizona Statewide Education and Outreach Plan Regarding Public Safety Communications Interoperability provides resources for educating stakeholders on the importance of the Channels Plan.

Mr. Britt stated that two major influences have helped move the use of the plan forward:

- The FCC's Narrow Banding efforts which required reprogramming of VHF and UHF subscriber gear - Many jurisdictions planned to include the Interoperable Channels Plan in their radios as part of their Narrowbanding efforts

- The NECP Goal 2 events during 2011 encouraged the use of the Channels Plan.

Moving forward, as Tactical Interoperable Communications Plans (TICPs) are developed, counties are encouraged to include and use the Plan in their TICPs. Dr. Britt provided the status of those counties that already have the Plan incorporated into their TICPs.

Dr. Britt then led a discussion on how best to continue to promote the use and adoption of the Plan. Key recommendations included:

- Mr. Cooper suggested that perhaps the IWG grant application review process should include the use of the ICP as a condition of the grant. Mr. Turner stated that a letter requesting incorporation of the ICP was sent to Director Orrantia (AZDOHS) last spring just after last year's grant cycle contracts had gone out and so we may see that as part of this year's sub-grantee agreements.
- Mr. Cooper then suggested that perhaps in the language of the sub-grantee agreement that the expectations are that if you buy a multi-band radio that the various versions are programmed into the radio and include all three bands.
- Mr. Cooper also stated that it might be informative to ask why people have not incorporated the plan. Is it because of equipment limitations, resources, knowledge, etc.?

Dr. Britt thanked the Committee for their feedback and would take their recommendations into consideration as part of ongoing efforts by the PSIC Office to implement the Plan in Arizona.

Communications Unit Training & Recognition Program Update

Information & Discussion Item

Presenter: Suesan Nordman, Project Manager, PSIC Office

Ms. Suesan Nordman gave an update on the Communications Unit Training and Recognition Program. Ms. Nordman stated that the program is now referred to as the Communications Unit Training & Recognition Program to reflect that the program has been updated to include Communications Unit Leader (COML), Communications Unit Technician (COMT), and other Communications Unit positions in the future. Ms. Nordman reviewed the history of the COML training beginning with the initial rollout in 2009 to present along with the procedures for scheduling and registration. As of the beginning of October 2012, 181 Arizona students have completed the training, with a future training course scheduled at the end of October. Ms. Nordman then went over the COMT training that has been held and previewed the schedule for upcoming courses.

Planning for the Communications Unit Training Field Day is still underway; it was originally targeted for early 2012, but was postponed to a later date due to wild land fire season and procurement delays.

Ms. Nordman stated that as of October 2012, the NIMS-CU Workgroup has recognized 18 Arizona Regional All-Hazards COMLs and 1 COMT.

Ms. Nordman stated that following the PSCC approval of the recommended revisions to the AZ Regional All-Hazards Communications Unit Recognition Procedure last month, the PSIC Office updated the COML webpage (www.azpsic.gov/library/coml) and added additional resources. Updates include policies, procedures and associated forms for the Arizona Regional All-Hazards Communications Unit Recognition Program, Arizona Regional All-Hazards Communications Unit Resource List, and the FAQs related to the All-Hazards COML and COMT task books and the recognition program. PSIC also added a new OEC Instructional Video and a new Arizona All-Hazards COMT Taskbook.

National Public Safety Broadband Network (NPSBN) Update

Information & Discussion Item

Presenter: Michael Britt, Project Manager, PSIC Office

Dr. Michael Britt provided an update to the Committee on activity related to the National Public Safety Broadband Network (NPSBN). Dr. Britt reviewed the NTIA/FirstNet Plan and provided updates on its recent activities and then discussed the Arizona Public Safety Broadband Network (AZPSBN) project, including our high level plan and timeline.

Mr. Jesse Cooper expressed concern with the complexity of infrastructure sharing agreements and the difficulty in getting parties to agree on equitable agreements. Dr. Britt agreed with Mr. Cooper and stated that it was still unknown how NTIA and FirstNet will approach infrastructure sharing agreements.

Following his presentation, Dr. Britt opened the floor to questions. Mr. Dan Wills stated that he thought the discussion was correct in that it was very difficult to understand how things will be built when we don't know the questions to ask yet. He stated that partnerships are not necessarily bad; however caution is called for when building a system on theories.

PSIC Office – PSIC Office Plan, Multiple Project Updates & Priorities for Next Year

Information & Discussion Item

Justin Turner, Deputy Statewide Interoperability Coordinator, PSIC Office

Mr. Justin Turner reviewed SIEC projects during 2012 including progress in each of the strategic initiatives. Mr. Turner then presented the FY2013 PSIC Office plan which describes how the PSIC Office and its staff will operate to advance the Statewide Communications Interoperability Plan (SCIP) and communications interoperability.

After presenting the key projects aimed at advancing Arizona's SCIP, Mr. Turner solicited comments as to what priorities the Committee had for the PSIC Office. Items the Committee prioritized include:

- Communication Assets Survey Mapping (CASM)
- Tactical Interoperable Communication Plans (TICPs)
- All Training & Exercises Projects
 - o Better utilization of what we do have
 - o Getting to know each other and share what we have
- After Action Reports (AAR) / Improvement Plans – sharing results and lessons learned
- COML opportunities (exercises and task books)

Mr. Turner also presented past meeting schedules to the Committee and solicited ideas as to where future meetings should be held. Mr. Turner asked the Committee their thoughts as to what workshops/topics should be hosted by PSIC during 2013. Starting the education process as to what public safety broadband will provide was brought up as the next thing that the Committee would like PSIC to work on.

Finally, Mr. Turner gave a summary of the Office of Emergency Communication's (OEC) Interoperable Communications Technical Assistance Program (ICTAP) and the status of Arizona's 2013 requests.

Call to the Public

Dale Brown (Arizona State Forestry): Mr. Brown requested clarification of Mr. Turner regarding the RICO project referenced in his earlier presentation. The radios referenced were for the dispatch center.

Dan Wills (Arizona State Forestry): Mr. Wills had a comment on the Arizona Interoperable Channels Plan, stating that many problems have been encountered because of not having a

defined version control system or standard. Another problem mentioned was that the state wide communications vehicles lack consistent documentation.

Meeting Adjournment

Motion: Pete Weaver motioned to adjourn the meeting.

Second: Jesse Cooper

The motion was unanimously carried.

Meeting Adjourned at 12:02 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.